

## **Change in Arthritis Project Coordinator Notification Example**

**Place on state stationery and remember to include award number.**

Name of current GMO  
Grants Management Officer  
Procurement and Grants Office  
2920 Brandywine Road, Suite 3000  
Mail stop E-18  
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU \_\_\_\_\_  
Program Announcement 03022  
Component 5—Arthritis  
Change in Principle Investigator

Dear \_\_\_\_\_:

This letter is to inform CDC's Arthritis Program of a change in staff for the \_\_\_\_\_ State Arthritis Program.

As of \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_ will be the new Arthritis Project Coordinator. As requested in the Program Announcement, Component 5, Mr./Mrs. \_\_\_\_\_ will take the Arthritis Challenge and the Public Health Approach to Arthritis Training. We will work with \_\_\_\_\_, our current project officer, to determine a date for an introductory conference call and to establish passwords for the Arthritis Web Board.

<<Insert brief paragraph indicating reason for the change in coordinator, who the new coordinator is replacing, and some expertise highlights indicating how the change will benefit the programs funded under the cooperative agreement.>>

A copy of his/her CV is attached for the record. You may contact \_\_\_\_\_ at \_\_\_\_\_.

If you have any questions regarding this request, please feel free to contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_/s/  
Principle Investigator/Director

\_\_\_\_\_/s/  
Business Official